

**May 6, 2010**

**The Board of Commissioners held its regular meeting of Wednesday, May 6, 2010, in the Forand Manor Conference Room – at 5:00 PM for the following reasons:**

**1. Meeting Called to Order**

**2. Roll Call**

**3. Election of Officers**

- **Chairperson**

- **Vice Chairperson**

**4. Approval of Minutes of Previous Meeting of March 18, 2010**

**5. Public Comment/Resident Concerns**

**6. Executive Summary**

**7. Consent Agenda – Department Reports**

- **Financial Management**

- **Housing Management**

- **Leased Housing**

- **Facilities Management/Modernization**

- **Resident Services**

**8. Roof Antenna's – Forand Manor**

**9. Verizon Fios vs. Cox Cable Proposals**

**10. Personnel Policy Amendments**

- **Longevity**

**11. Grant Writer**

**12. Policy – Third Party Contracts**

**13. PILOT Payment (Payment in Lieu of Taxes)**

**14. Executive Session:** A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

**Approval of Past Executive Session Minutes**

**Personnel Concerns**

**15. Any new business to come before the Board**

**16. Adjournment**

**The meeting was called to order at 5:14pm by Chairperson Flynn.**

**Upon a Roll Call, those “Present” and “Absent” were as follows:**

**Present**

**Absent**

**Cornelius Flynn, Chairperson**

**Gladys Burns, Vice Chairperson**

**Alice Bociek, Commissioner**

**Julio Castillo, Commissioner**

**Milad Shabo, Commissioner**

**Tina Sullivan, Executive Director of Central Falls Housing Authority**

**Ray Marcaccio, Legal Council**

**Paula Delgado, Administrative Assistant**

**Sue Levasseur, Public Housing Clerk**

## **Minutes to Prior Meeting of May 6, 2010**

**Chairperson Flynn asked for comments or concerns pertaining to the previous meeting minutes. Commissioner Castillo noted that the meeting date was different from what was on the Agenda. It was confirmed by the Executive Director that the meeting was held on March 18th and not the 17th. This changed will be made. There being no other questions Vice Chairperson Burns made a motion to accept the minutes as written. A second to the motion was made by Commissioner Castillo and passed by all present.**

## **Executive Summary**

**Chairperson Flynn asked for comments or concerns pertaining to the Executive Summary report provided to the Board and asked the Executive Director for her comments.**

**The Executive Director reviewed her report with the Board.**

**There being no questions Vice Chairperson Burns made a motion to accept the Executive Summary as written. A second to the motion was made by Chairperson Flynn and passed by all present.**

## **Consent Agenda**

**Chairperson Flynn asked for comments or concerns pertaining to the Consent Agenda report provided to the Board.**

**Vice Chairperson Burns asked if the Authority was going to be renting Apartment A-35. The Executive Director stated that she would look into the status of the applicants for this apartment and get back to her the next day.**

**There being no additional questions Vice Chairperson Burns made a motion to accept the Consent Agenda as written. A second to the motion was made by Commissioner Bociek and passed by all present.**

### **Roof Antenna's**

**The Executive Director provided the board with draft contracts from two vendors expressing interest in renting space on the Forand Manor Roof. Rental of this space would generate substantial income for the housing authority.**

**The contracts were forward to HUD for their review and approval. The contracts must meet HUD rules and regulations. HUD has made some significant changes to the agreement and has returned the contracts along with a Consent Rider to the Authority so they can provide to the vendors.**

**The Executive Director explained that the Authority Legal Council recommends that the Chairperson sign the contracts due to the long term commitment that these contracts require.**

**After much discussion, Commissioner Julio Castillo made a motion to approve the contracts provided that the Authority Attorney and HUD are in agreement with the contracts and that all requirements are met as required. Vice Chairperson Gladys Burns second the motion. Upon roll call the "Ayes" and "Nays" were as follows:**

**Ayes    Nays**

**Chairperson Flynn**

**Vice Chairperson Burns**

**Commissioner Castillo**

**Commissioner Bociek**

### **Personnel Policy Amendment - Longevity**

**The Authority explained to the board that the currently policy is to pay longevity to the staff on a weekly basis and is included in the staff's weekly paycheck. The Authority would like to change this to the following:**

**Such longevity payments shall be included as a monthly benefit/bonus payment made separately from the weekly paycheck.**

**The yearly check will be processed on the employee's anniversary date.**

**After much discussion, Commissioner Castillo made a motion to approve the Amendment to the Personnel Policy. The motion was seconded by Commissioner Bociek and passed by all present**

### **Grant Writer**

**The Executive Director provided the Board of Commissioners with a report of concerns that she had with the Grant Writer that the Authority hired in March. Some of the concerns were as follows:**

- Late filing of DEA Grant – making Authority ineligible**
- Not applying for FSS grant and not corresponding with the Authority regarding the grant.**
- Grant Writer went out of town leaving the weatherization grant to be completed by the Authority on the last day.**

**The Executive Director recommended to the Board that this contract be cancelled immediately as it is costing the Authority money to continue with these services.**

**It is also the recommendation of the Executive Director to move forward with contracting with Iacono & Associates.**

**The Executive Director has considerable experience in working directly with this contractor in the grant writing capacity, has seen the results of this company's success in writing grants and its ability to go above and beyond the grant writing capacity. Iacono & Associates wasn't recommended prior, and was solely based on the cost. However the Executive Director is confident that this Company will be able to provide the specific needs and has the experience that the Authority is looking for.**

**Commissioner Castillo made a motion to approve the termination of the contract between the Authority and Tandem Care and the awarding of the contract to Iacono & Associates. The motion was seconded by Vice Chairperson Burns and passed by all present**

### **Third Party Contracts - Policy**

**The Executive Director requested that this be tabled until the June meeting as the Attorney was unable to develop the policy in time for the meeting.**

**A motion was made by Vice Chairperson Burns, second by Commissioner Bociek, to table the Third Party Contract Policy. The motion was passed by all present.**

**PILOT**

**The Executive Director explained that the purpose of the PILOT (Payment in Lieu of Taxes) is to compensate the local government for some or all of the tax revenue that the city loses because of the nature of the ownership or use of a particular piece of real property.**

**There is a contract between the City of Central Falls and the Central Falls Housing Authority which addresses the provisions of local services such as trash collection and street maintenance within public housing developments.**

**The total PILOT for Fiscal Year 2009, which was provided to the city, is \$59,493.00. The calculation is based on 10% of the difference between dwelling rental income and utility expenses. The payment was processed and delivered to the City by Chairperson Flynn.**

### **Executive Session**

**The Board of Commissioners did not go into Executive Session at the May 6, 2010 meeting.**

### **New Business**

**There was no new business to go before the Board of Commissioners**

**There being no further business to come before the board, a motion**



**was made by Vice Chairperson Burns and seconded by Commissioner Bociek, to adjourn the meeting at 6:10 pm. The motion was carried by all.**